



兒童疫苗資助計劃（補種十三價疫苗）

Childhood Vaccination Subsidy Scheme (PCV13 booster)

Doctors' Guide
First Edition



Department of Health,
Government of Hong Kong Special Administrative Region

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<http://www.chp.gov.hk>



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Disclaimer

This Doctors' Guide to Childhood Vaccination Subsidy Scheme (PCV13 booster) is provided as a living document for doctors' reference and input. We welcome doctors' questions, comments or feedback on this Guide so that we can improve on it. In due course we will also be adding more diagrams, pictorial illustrations, web links, and updates. **Therefore, the contents of the Guide will be updated continuously in the webpage <http://www.chp.gov.hk/>.**

If you have any comments or questions, please send them to the Vaccination Office of the Department of Health:-

Address: Vaccination Office
Centre for Health Protection
2/F, 147C Argyle Street
Kowloon
Fax: 2395 0528
Email: vacs@dh.gov.hk
Telephone: 2125 2125



Quick Guide to joining CVSS (PCV13 booster)

I. For New Enrollees who did not have e-Health accounts previously

Pre-enrolment

- a) Allocate sufficient storage space to maintain cold chain of PCV13 vaccine.
- b) Read the “Enrolment Information” at CHP website.

Enrolment application

- a) Click “Enrolment Information” button at CHP website for paper enrolment.
- b) Send the following documents by mail to Vaccination Office:-
 - (i) Completed and signed Application Form;
 - (ii) Completed and signed Authority for Payment to a Bank Form(s);
 - (iii) Copy of Hong Kong Identity Card;
 - (iv) Address proof of enrolling doctor and medical organisation;
 - (v) Copy of Business Registration Certificate of medical organisation; and
 - (vi) Bank account information for reimbursement (e.g. certified true copy of bank correspondence showing the bank name, bank account number, name of the account holder).

Enrolment confirmation

- (a) Receive confirmation of enrolment from Vaccination Office. Activate the “Service Provider Account” via eHealth System and set up Smart Card Reader.
- (b) Display CVSS (PCV13 booster) scheme logo at/near clinic entrance during the vaccination period.
- (c) Display CVSS (PCV13 booster) price poster with PCV13 vaccination fee schedule at clinic waiting area.
- (d) Make available copies of *Consent to Use Vaccination Subsidy* form for parents/guardians. Parents/guardians may bring along the signed form downloaded from web for your convenience of creating the eHealth account.

Signing of Undertaking

- a) Download an Undertaking from the webpage of CVSS (PCV13 booster) at CHP website;
- b) Sign the Undertaking to undertake to the Government that vaccines ordered will be kept in proper storage with fridge facilities and cold chain maintenance and procedures for the proper use of vaccines will be followed as advised by the Government;
- c) Send the completed and signed Undertaking to the Vaccination Office by post and by fax at 2395 0391 or 2395 0528.



Ordering of PCV13 Vaccines

- a) Download Order Form from the webpage of CVSS (PCV13 booster) at CHP website;
- b) Send the completed order form to Vaccination Office by fax at 2395 0391 or 2395 0528.
- c) Officers of the Vaccination Office will contact you to acknowledge receipt of your order by phone.



II. For Exiting eHealth account holders

Re-enrolment is not required for existing enrolled doctor of CIVSS and/or EVSS.

1. Participation in CVSS (PCV13 booster)
 - a) Send completed reply slip to Vaccination Office for joining CVSS (PCV13 booster)
 - b) Receive information pack of CVSS (PCV13 booster).
 - c) Display CVSS (PCV13 booster) scheme logo at/near clinic entrance during the vaccination period.
 - d) Display CVSS (PCV13 booster) price poster with PCV13 vaccination fee schedule at clinic waiting area.
 - e) Make available copies of Consent to Use Vaccination Subsidy form for parents/guardians. Parents/guardians may bring along the signed form downloaded from web for your convenience of creating the eHealth account.
2. Signing of Undertaking
 - a) Download an Undertaking from the webpage of CVSS (PCV13 booster) at CHP website;
 - b) Sign the Undertaking to undertake to the Government that vaccines ordered will be kept in proper storage with fridge facilities and cold chain maintenance and procedures for the proper use of vaccines will be followed as advised by the Government;
 - c) Send the completed and signed Undertaking to the Vaccination Office by post or by fax at 2395 0391 or 2395 0528.
3. Ordering of PCV13 vaccines
 - a) Download Order Form from the webpage of CVSS (PCV13 booster) at CHP website;
 - b) Send the completed order form to Vaccination Office by fax at 2395 0391 or 2395 0528.
 - c) Officers of the Vaccination Office will contact you to acknowledge receipt of your order by phone.
4. Vaccination period for CIVSS

Starts from 13 December 2013 until 30 June 2014

- a) Check child's identity document and confirm child's eligibility for receiving CVSS (PCV13 booster) subsidy.
- b) Type in the information required by the CVSS (PCV13 booster) module of the eHealth System. Search if eHealth account is available. If not, create an account for the child.



- c) Print out the Consent to Use Vaccination Subsidy form for parent to sign.
 - d) Check vaccination records and availability of subsidy in eHealth System before vaccination. Claims will not be reimbursed if vaccination is provided to a person who has no available subsidy in his/ her eHealth System account.
 - e) Check vaccine contraindications and past vaccination records to ascertain the need and suitability for vaccination.
 - f) Explain to parent/guardian the possible side effects of vaccination and management.
 - g) Administer vaccination and fill in the vaccination card for parent's keeping.
 - h) Charge parent/guardian according to the displayed fee schedule.
5. Reimbursement (Starting from 13 December 2013)
- a) Claims should only be submitted for application of reimbursement after it is confirmed that both vaccination has been provided to the eligible children as well as Consent to Use Vaccination Subsidy Form is duly signed and completed.
 - b) Submission of claims onto the eHealth System immediately after the vaccination is provided to the eligible children is highly recommended for timely processing of claims. Log on to the eHealth System, select the scheme "CVSS (PCV13 booster)" and input information required by System for online submission of claims. Claims have to be submitted **WITHIN SEVEN DAYS** after delivery of service for online processing for reimbursement.
 - c) At the end of each month, the eHealth System will generate payment files, based on the information submitted by the Enrolled Healthcare Providers (EHCP) to the eHealth System, for reimbursement directly into the designated bank accounts within 30 days after the end of each month.
 - d) An EHCP and his/her medical organisation shall keep proper and full record in relation to the vaccination service (including date and place of vaccination), information about the vaccine used (lot number, date of order, date of use), as well as the Consent to Use Vaccination Subsidy form and other supporting documents for a period of not less than seven years.
6. Post-payment checking
- a) The Vaccination Office will conduct routine post-payment checking procedure; an EHCP shall provide the *Consent to Use Vaccination Subsidy* forms and full record in relation to the vaccination service if indicated for ascertainment.
 - b) The Vaccination Office will contact randomly selected vaccine recipients to verify the information related to the vaccination service. (see Appendix C)



List of Acronyms

ADR	Adverse Drug Reaction
CHP	Centre for Health Protection
CIVSS	Childhood Influenza Vaccination Subsidy Scheme
CSSA	Comprehensive Social Security Assistance
CVSS (PCV13 booster)	Childhood Vaccination Subsidy Scheme (PCV13 booster)
DH	Department of Health
EHCP	Enrolled Healthcare Providers
EVSS	Elderly Vaccination Subsidy Scheme
HA	Hospital Authority
HCVS	Health Care Voucher Scheme
HCVU	Health Care Voucher Unit
Imm D	Immigration Department
IVSS	Influenza Vaccination Subsidy Scheme
SCVDPD	Scientific Committee on Vaccine Preventable Diseases



1. Introduction

1.1 What is Childhood Vaccination Subsidy Scheme (PCV13 booster)?

The Childhood Vaccination Subsidy Scheme (PCV13 booster) ((CVSS) (PCV13 booster)) provides subsidy to Hong Kong residents aged from 2 to under 5 years old (i.e. born on or after 26 November 2008) who have never received 13-valent Pneumococcal Conjugate Vaccination (PCV13) to get one booster dose of PCV13 from private medical doctors enrolled in the scheme. The Government will provide free PCV13 vaccine to participating private doctors and reimburse the participating private doctors through e-Health system with a \$50 injection fee for each dose of PCV13 vaccination given to eligible children.

Private doctors can enrol in CVSS (PCV13 booster) at any time. However, subsidy for the PCV13 vaccination will only be available for eligible children from 13 December 2013 to 30 June 2014. Parents/guardians are advised to make appointments with private doctors to confirm that vaccine is available before they bring their children to the clinic for vaccination during the vaccination period of the scheme.

The Vaccination Office of DH is responsible for the administration of the scheme. Contact details are as follows:-

Address: Vaccination Office
Centre for Health Protection
2/F, 147C Argyle Street, Kowloon

Fax: 2395 0528

Email: vacs@dh.gov.hk

Telephone: 2125 2125

**Operating hours: 9:00 a.m. – 5:30 p.m., (including lunch hours)
Monday through Friday (closed on Saturdays, Sundays and public holidays)**



Introduction

1.2 What service providers can participate in CVSS (PCV13 booster)?

A doctor can join CVSS (PCV13 booster) if he/she:-

- 1.2.1 Is a registered medical practitioner within the meaning of the Medical Registration Ordinance (Cap 161);
- 1.2.2 Holds a valid annual practising certificate; and
- 1.2.3 Works in the private medical sector (including university and non-government organisations).

To join CVSS (PCV13 booster), a doctor is required to enrol in advance (see Section 2).



1.3 Who are eligible for subsidy under CVSS (PCV13 booster)?

A child is eligible for one booster dose of PCV13 if he/she fulfils criteria **(a)** **AND (b)** listed as follows:-

- a) possesses Hong Kong Identity Card or Birth Certificate or other travel documents providing Hong Kong resident status (please refer to Appendix A for assessment of Hong Kong resident status);

AND

- b) (i) aged from 2 to under 5 years old (i.e. born on or after 26 November 2008);

AND

- (ii) has never received PCV13 vaccination; on the day of vaccination.



1.4 How to give PCV13 vaccination to eligible children under CVSS (PCV13 booster)?

Children aged from 2 to under 5 years old (i.e. born on after 26 November 2008) who have never received PCV13 vaccination are eligible for subsidy for one booster dose of PCV13. Those who have already received PCV13 vaccination do not need to receive it again. Parents may bring their children to participating private doctors registered under CVSS (PCV13 booster) to receive one dose of subsidised PCV13 vaccine.

The Government will provide PCV13 vaccine for free to the participating private doctors and reimburse the participating private doctor through e-Health system with a \$50 injection fee for each dose of PCV13 vaccination given to eligible children. As in other existing vaccination subsidy schemes, the Government does not limit the charging of additional fee (after deducting the Government's subsidy) by participating private doctors. In order to ensure transparency of pricing for parents to make informed choice, a list of the participating private doctors and the additional fees charged by them is uploaded onto CHP's website.

Eligible children, from families receiving Comprehensive Social Security Assistance or holders of valid Certificate for Waiver of Medical Charges from the Social Welfare Department can also approach Maternal and Child Health Centres (MCHCs) of the Department of Health for appointments. At-risk paediatric patients attending paediatric specialist clinics under the Hospital Authority can receive free PCV13 booster vaccination in HA institutions.

1.5 Maintenance of proper cold chain of the vaccines

In order to ensure the efficacy and protective effects of the vaccines, it is of utmost importance in maintaining proper cold chain of the vaccine by ensuring proper storage and handling of vaccines by adequately trained persons at the clinics. Please refer to the guidelines provided under Section 3 of "Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings – Module on Immunisation 2013" available at the website of Primary Care Office, DH (http://www.pco.gov.hk/english/resource/files/Module_on_Immunisation_Children.pdf).



Please note that the key steps including online enrolment, enrolment confirmation, login process, voucher/subsidy claims, together with reimbursement with respect to the screens shown on eHealth System are ESSENTIALLY the same for

- a) Childhood Vaccination Subsidy Scheme (PCV13 booster) (CVSS (PCV13 booster));**
- b) Childhood Influenza Vaccination Subsidy Scheme (CIVSS);**
- c) Elderly Vaccination Subsidy Scheme (EVSS); and**
- d) Health Care Voucher Scheme (HCVS).**

You may skip the relevant parts in the Doctors' Guide for CVSS (PCV13 booster) if you have already read through them in Doctors' Guide for CIVSS or vice versa.



Participating in CVSS (PCV13 booster)

I. For New Enrollees who did not have eHealth accounts previously

2. Participating in CVSS (PCV13 booster)

This section leads doctors through the five main steps for participating in CVSS (PCV13 booster), namely pre-enrolment, enrolment application, enrolment confirmation, vaccination and reimbursement.

2.1 Pre-enrolment

Doctors who are interested in joining CVSS (PCV13 booster) are encouraged to:-

- a) Allocate proper fridge facilities and adequate storage capacity to maintain cold chain of PCV13 vaccine.

Update knowledge about invasive pneumococcal diseases and PCV13 vaccine, please visit this link for details:

http://www.chp.gov.hk/files/pdf/info_leaflet_cvss_pcv13_eng_finalised.pdf

- b) Read “Enrolment Information” at CHP website carefully.



2.2 Enrolment application

It takes up to 14 working days to process an enrolment application; therefore interested doctors are encouraged to submit enrolment applications as soon as possible. By doing so, a doctor can join the scheme in time to get reimbursed for PCV13 vaccinations given to eligible children starting from 13 December 2013.

Doctors have to fill in a standard form for enrolment.

The application process requires the following information from a doctor:-

- a) Personal particulars;
- b) Medical Council registration number;
- c) Information about the medical organisation¹ for which the doctor is working, if any;
- d) Information about the clinic(s) providing subsidised vaccination;
- e) Fee schedule for PCV13 vaccination (a specific fee); and
- f) Nominated bank account(s) for reimbursement.

¹ Medical Organisation here means:-

- (a) an organisation (whether incorporated or not) which employs or engages a doctor to provide medical services to any person;
- (b) an organisation (whether incorporated or not):-
 - (i) under whose name a doctor provides medical services to any person; and
 - (ii) of which the doctor is the sole proprietor, partner, shareholder, director or other officer.



The following documentary proofs will have to be sent to Vaccination Office by mail (preferably registered mail) with the completed and signed Application Form and Authority for Payment to a Bank Form(s) to complete the application process:-

- a) Hong Kong Identity Card (copy);
- b) Address proof of the applicant and where applicable, medical organisation (e.g. copy of public utilities bill);
- c) Business registration certificate of the medical organisation (copy); and
- d) Bank account information (e.g. certified true and correct copy of bank correspondence to show the bank name, bank account number, name of the account holder) for reimbursement payment.

It takes up to 14 working days to process an enrolment application after the duly completed Application Form and Authority for Payment to a Bank Form(s) together with all supporting documents have been received by Vaccination Office. Upon completion of processing, the doctor will receive from Vaccination Office:-

- (a) (i) Confirmation letter with Service Provider ID (existing HCVS service provider can use the same Service Provider ID to access the eHealth System upon confirmation of enrolment);
(ii) Authentication token (existing HCVS service provider or those who have joined PPI-ePR, no extra authentication token will be issued) for enrolled doctor to activate his/her provider account in the eHealth System. Please note that this token cannot be transferred to other parties for use; and
(iii) A Smart Card Reader (see Section 2.6.7) to facilitate input of personal data of eligible vaccine recipients to eHealth System. Please follow the instruction notes attached to Smart Card Reader for installment. For technical assistance, please call the enquiry lines listed on the back of Smart Card Reader.
- (b) A CVSS (PCV13 booster) scheme logo (see Section 2.3);
- (c) A CVSS (PCV13 booster) price poster (see Section 2.3);
- (d) Vaccination Cards (see Section 3.5); and
- (e) *Consent to Use Vaccination Subsidy* forms.

The steps for paper enrolment are outlined in the flow charts in the next pages.



2.2.1 Flow chart of Paper Enrolment

Visit the eHealth System website via CHP website (<http://www.chp.gov.hk>)



Download and print the enrolment forms



Complete the “Application Form”
(the field for “enrolment reference number” should be left blank)



Sign the “Application Form”
(Part V – “Execution”: to be signed by the applicant;
and where applicable, the authorised signatory of the medical organisation)



Complete the “Authority for Payment to a Bank” form(s)



Sign the “Authority for Payment to a Bank” form(s)
(Part 2 – “Declaration”: to be signed by the applicant;
and where applicable, the authorised signatory of the medical organisation)



Send the following to Vaccination Office preferably by registered mail:-

- a) The completed “Application Form” (with Part V - “Execution” signed);
- b) The completed “Authority for Payment to a Bank” form(s) (with Part 2 - “Declaration” signed); and
- c) The required documentary proofs include:-
 - Hong Kong Identity Card (copy);
 - Address proof of the applicant and where applicable, medical organisation (e.g. copy of public utilities bill);
 - Business registration certificate of the medical organisation (copy); and
 - Bank account information document (e.g. certified true copy of bank correspondence showing the bank name, bank account number, name of the account holder).



II. For existing eHealth account holders

Doctors who wish to enroll in the CVSS (PCV13 booster) could send reply slips to Vaccination Office for joining CVSS (PCV13 booster). Confirmation letter and email will be sent by DH to confirm the enrolment.



2.3 Enrolment confirmation

Newly enrolled doctor will receive by mail from Vaccination Office (i) an enrolment confirmation letter with service provider ID and authentication token, (ii) Smart Card Reader*, (iii) a CVSS (PCV13 booster) scheme logo, (iv) a CVSS (PCV13 booster) price poster, (v) Vaccination Cards, and (vi) *Consent to Use Vaccination Subsidy* forms for CVSS (PCV13 booster).

Other enrolled doctors will receive items (iii) – (vi) of CVSS (PCV13 booster).

*For clinics with more than one EHCP, one Smart Card Reader will be provided except there is any special need.

Please take the following steps:-

- For newly enrolled doctor, please activate your “Service Provider Account” via eHealth System (see Section 2.6.2) and set up the Smart Card Reader;
- Display CVSS (PCV13 booster) scheme logo at/near clinic entrance. Only one logo to be displayed even if more than one enrolled doctor in the clinic; and



CVSS (PCV13 booster) scheme logo

- Fill in the clinic charge on the CVSS (PCV13 booster) price poster and display the fee schedule at clinic waiting hall.



CVSS (PCV13 booster)
price poster

For the sake of price transparency, enrolled doctors are required to display their fee schedules for PCV13 vaccination on the CVSS (PCV13 booster) price poster.

The CHP website will publicise enrolled doctors' names, clinic addresses, telephone numbers and PCV13 vaccination fee schedules.

A doctor who wants to raise the fees for PCV13 vaccination service has to inform Vaccination Office by fax (see Section 3.4) at least two working days in advance, so that the fee information on the CVSS (PCV13 booster) website can be updated in time.

A doctor who wants to reduce fees also has to inform Vaccination Office by fax, and the doctor can effect the fee reduction immediate on the same day of informing Vaccination Office. The Vaccination Office will update the fee information on the CVSS (PCV13 booster) website as soon as possible.

Please approach Vaccination Office for replacement of lost or damaged scheme logo or price poster. Vaccination Office will re-issue a replacement by mail.

Make available copies of *Consent to Use Vaccination Subsidy* form (Section 3.3) (you may download this form from CHP website at <http://www.chp.gov.hk> or you may contact Vaccination Office for hard copies) for parents/guardians at the clinic.



2.4 Vaccination period for CVSS (PCV13 booster)

The vaccination period under CVSS (PCV13 booster) starts from 13 December 2013 until 30 June 2014.

Provided that a child has never received PCV13 vaccination and is either (i) between the age of 2 to under 5 years; or (ii) born on or after 26 Nov 2008, the Government will provide subsidy for the child to receive one dose of subsidised PCV13 vaccination from private doctors enrolled under the scheme. Parents/guardians will have to show the doctor the vaccination record/card for checking.

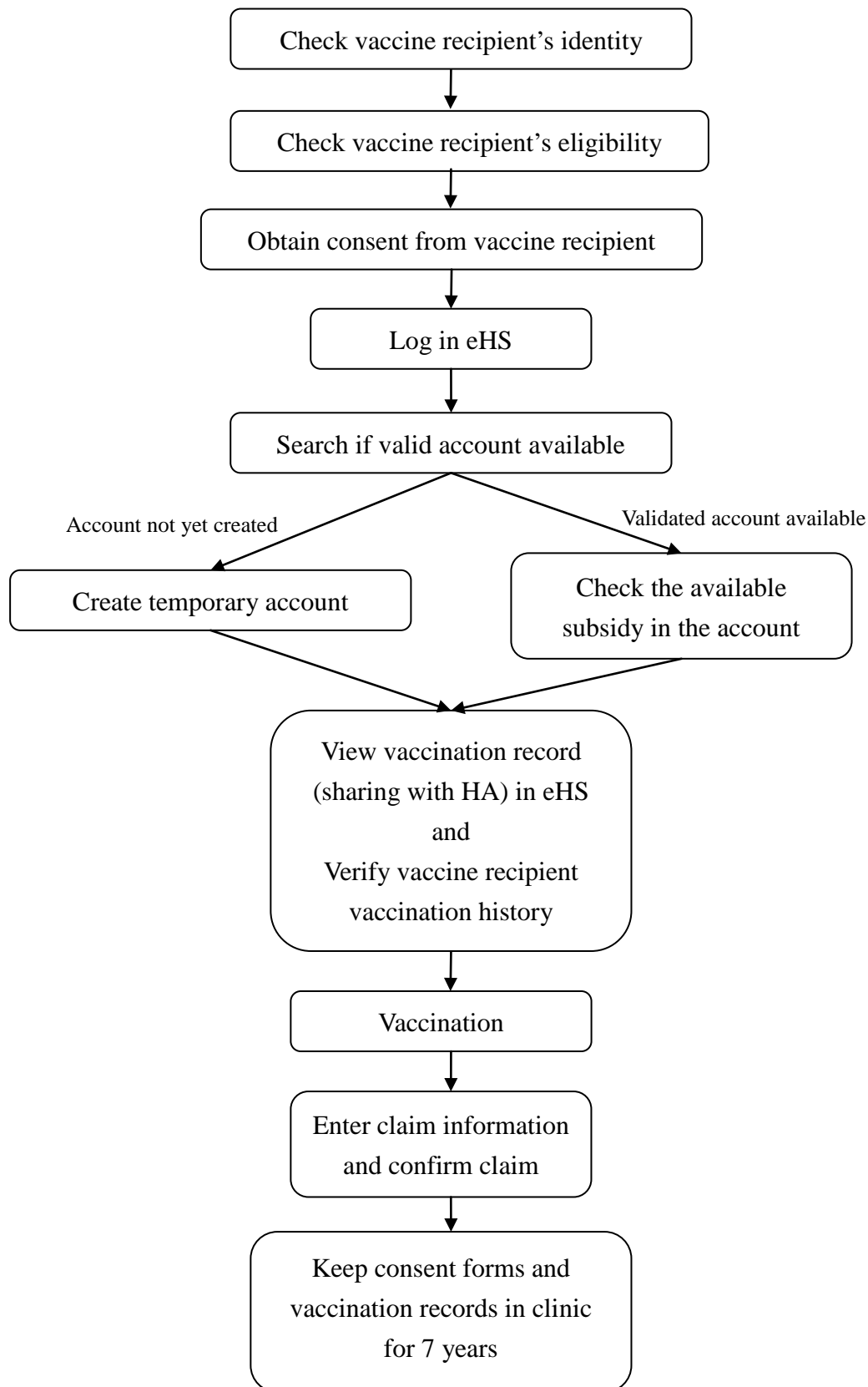
- a) Ensure the availability of resuscitation equipment and drugs necessary for the management of anaphylaxis.
- b) Make available copies of the *Consent to Use Vaccination Subsidy* form (Section 3.3) (downloadable from CHP website at <http://www.chp.gov.hk> or contact Vaccination Office for hard copies) for parents/legal guardians of eligible children to fill in at the clinic.
- c) Check child's identity document and confirm child's eligibility to receive CVSS (PCV13 booster) subsidy (see Section 1.3). If the child is not holding a HKID card or a HK Birth Certificate (with their status of permanent resident indicated "Established"), please refer to Appendix A for assessing the child's eligibility.
- d) Login to the eHealth System and click to select the scheme of CVSS (PCV13 booster).



- e) Input the information as required by the eHealth System to search for the child's eHealth account manually or using Smart Card Reader. If no account matching the child's particulars is found, create an eHealth account for the child. Please note that child's eHealth account may not be found if he/she is using a different identity document for subsequent vaccination. Enrolled doctor should therefore always cross check with the children's parent/guardian and the vaccination card. Print out the *Consent to Use Vaccination Subsidy* form for the parent to sign.
(**OR** For parents/guardians who bring along a signed online pre-filled consent form, you only have to type in the "Pre-filled Consent No." on the form to retrieve the pre-filled information of the child. Check the pre-filled information against the child's identity document. Make sure the parents/guardians signed on the consent form already. Search and complete required information in the eHealth System to create account for the child as the above mentioned.)
- f) Enrolled doctor should check the child's vaccination records in eHealth System and vaccination history from his/her vaccination card. The doctor cannot make claim to vaccination subsidy if the child has already used up the subsidy.
- g) Check if there is any contraindication for PCV13 vaccine.
- h) Explain to the parent about the possible effects of vaccination and advise on management.
- i) Administer PCV13 vaccination.
- j) Keep vaccination record and fill in the vaccination card for parent's keeping.
- k) Charge the parent/guardian according to the displayed fee schedule.
- l) Submission of claims onto the eHealth System immediately after the vaccination is provided to the eligible children is highly recommended for timely processing of claims. Claims have to be submitted **WITHIN SEVEN DAYS** after the delivery of service for online processing for reimbursement. Otherwise the input may be blocked by the system.



Flow chart of vaccination





2.5 Reimbursement

Vaccination subsidies can be claimed using the eHealth System. The eHealth System will compile the information on the amount of reimbursement for vaccination subsidy payable to each participating provider each month.

Please note the following when making claims reimbursement:-

- 1) Claims should only be submitted for application of reimbursement after it is confirmed that both vaccination has been provided to the eligible children as well as *Consent to Use Vaccination Subsidy* form is duly signed and completed.
- 2) Submission of claims onto the eHealth System immediately after the vaccination is provided to the eligible children is highly recommended for timely processing of claims. Log on to the eHealth System, select the scheme “CVSS (PCV13 booster)” and input information required by System for online submission of claims. Claims have to be submitted **WITHIN SEVEN DAYS** after delivery of service for online processing for reimbursement. For example, vaccinations that are given on 31st December 2013 should be claimed for reimbursement on or before 6th January 2014.
- 3) At the end of each month, the eHealth System will generate payment files, based on the information submitted by the Enrolled Healthcare Providers (EHCP) to the eHealth System, for reimbursement directly into the designated bank accounts within 30 days after the end of each month.
- 4) An EHCP and his/her medical organisation shall keep proper and full record in relation to the vaccination service (including date of vaccination), information about the vaccine used (lot number, date of receipt, date of use), as well as the *Consent to Use Vaccination Subsidy* form and other supporting documents for a period of not less than seven years.



Participating in CVSS (PCV13 booster)

2.5.1 Flow chart of key stages in joining CVSS (PCV13 booster)

Pre-enrolment period

Read Enrolment Information at
<http://www.chp.gov.hk>

Participating in CVSS
(PCV13 booster)?

Yes

No

Follow the steps in
Enrolment Guide to enrol

Send the following documents to Vaccination Office preferably by registered mail

1. Completed and signed Application Form
2. Completed and signed Authority for Payment to a Bank Form(s)
3. Hong Kong Identity Card (copy)
4. Address proof of the applicant and where applicable, medical organisation (copy)
5. Business registration certificate of the medical organisation (copy)
6. Bank account information document (certified true copy)

(For existing eHealth account holders, please send reply slips to Vaccination Office for joining CVSS (PCV13 booster)).

Scheme logo display and pricing

1. Receive confirmation letter and email from DH
2. Activation of "Service Provider Account" via the eHealth System
3. Display CVSS (PCV13 booster) scheme logo and price poster at the clinic for clients' reference

Undertaking and Vaccine Ordering

1. Send the signed Undertaking to Vaccination Office
2. Send the completed order form to Vaccination Office

Vaccination period (starts from 13 December 2013 until 30 June 2014)

1. Collect duly completed consent form, check for accuracy of information provided
2. Check/create eHealth account in eHealth System
3. Deliver PCV13 vaccination to eligible children

Reimbursement

1. Input and confirmation of consent form information in eHealth System immediately after vaccination is highly recommended. Claims have to be submitted **WITHIN 7 DAYS** after the delivery of service.
2. Keep *Consent to Use Vaccination Subsidy* forms and vaccination records for 7 years
3. Check monthly statement at the end of each month
4. Electronic reimbursement will be done monthly.
5. Routine checking will be conducted by DH



2.6 The eHealth System

2.6.1 The database of enrolled doctors and vaccine recipients

The eHealth System will establish a database of enrolled doctors. The System will also build up a database of individual eligible children who come forth to claim the vaccination subsidy through enrolled doctors. In order to facilitate enrolled doctors to get familiar with the various functions of the enhanced system, an online Easy Guide is now available through the service provider platform at <https://apps.hcv.gov.hk/en/index.htm>.

2.6.2 Activation of “Service Provider Account”

If enrolment application is successful, the EHCPs will receive a confirmation letter and an electronic mail providing a hyperlink to the website for activation of the “Service Provider Account” or access to eHealth System (service provider platform). For those who already have an account, they can use the account for the newly enrolled scheme(s). For those who have not previously had a “Service Provider Account”, an authentication token will be sent with the confirmation letter. The EHCP should activate the account.

To activate the “Service Provider Account”, an EHCP should:-

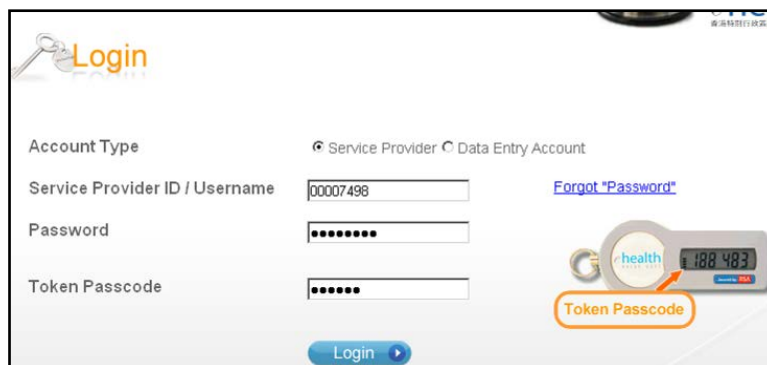
- a) Check the electronic mail;
- b) Click on the hyperlink provided in the electronic mail for accessing the designated webpage; and
- c) Enter the following information into the data field of the webpage:-
 - (i) Service Provider ID (shown on the confirmation letter);
 - (ii) Token passcode (shown on the authentication token); and
 - (iii) New password for accessing the “Service Provider Account” in the future.

Activation of the account should be done **within 21 days** from the date of issuance of the confirmation letter.



2.6.3 System Login

Enrolled doctor can access eHealth System for operation at <https://apps.hcv.gov.hk/en/index.htm> and select “Service Provider Login”. Type in his/her Service Provider ID (SPID), password and token passcode to complete login process.



If the password or token passcode are not correct after 5 attempts, the account will be locked and no further attempt is allowed. EHCP will have to contact Vaccination Office for unlocking the account (see Section 2.6.17).



2.6.4 Creating “Data Entry Account”

For each EHCP, a “Service Provider Account” will be created. The enrolled doctor can log on the eHealth System with his/her Service Provider ID, password and the authentication token.

To facilitate administrative work for claim processing and reimbursement accounting, the enrolled doctor can create “Data Entry Account” for delegating the data management work to data entry clerks.

The enrolled doctor can assign user ID and password to “Data Entry Account” created under his/her “Service Provider Account”. The data entry clerks will be able to log on to the eHealth System using his/her assigned user ID and corresponding password. Authentication token is not required for accessing “Data Entry Account”.

The “Data Entry Account” will allow certain data management work (such as search/retrieve vaccine recipients’ eHealth accounts, create accounts, and register transaction information) but with limited authority. The transactions registered through the “Data Entry Account” need to be confirmed by the enrolled doctors, before they can be passed for processing reimbursement. The enrolled doctor should log on the eHealth System (using his/her Service Provider ID and authentication token) for checking and confirming the eHealth accounts being created and claim information entered through the “Data Entry Account”.

The eHealth system also allows EHCP also to suspend, to lock or to unlock the created Data Entry Account by clicking the “Data Entry Account Maintenance”.



2.6.5 Creating eHealth accounts for vaccination recipients

To create an eHealth account for vaccine recipient, the doctor is required to:-

- Collect the *Consent to Use Vaccination Subsidy* form from the parent/guardian (it is essential that all *Consent to Use Vaccination Subsidy* forms are duly completed);
- Check the HKIC/birth certificate/other identity documents of the child who comes for subsidised vaccination;
- Explain to the eligible child's parent/guardian the need and purpose for the collection of personal data, including its subsequent use;
- Search in eHealth System to see if the eligible child's account already exists;
- If no existing account is found in eHealth System, input required information of the eligible child into the eHealth System to create an account; and
- Upon submission of the information to the eHealth System, a "temporary" eHealth account will be created for the eligible child.

The eHealth account can be retrieved only if the child is using the same identity document throughout the process of creation of record and the subsequent claiming of subsidy. Enrolled doctor should therefore always cross check the vaccination history with the child's parent, legal guardian or their representatives.

The screenshot shows the 'Claim' interface in the eHealth system. The user is logged in as 'LEE, KA WING'. The interface includes a navigation bar with 'Home', 'Inbox', and 'Logout' buttons. The main content area is titled 'Claim' and shows a progress indicator: '>>>1. Search account 2. Enter Details 3. Complete Claim'. Below this, the current step is '1b. Enter Details'.

The 'Enter Details' form includes the following fields and options:

- Current Practice: LEE KA WING CLINIC (ST) (2)
- Registration No.: A666666(6)
- Date of Birth: 14-03-2004 (selected from a dropdown menu)
- Name in English: CHAN, MEI MEI (with an input tip: 'Surname, Given name')
- Gender: Female (selected from radio buttons)

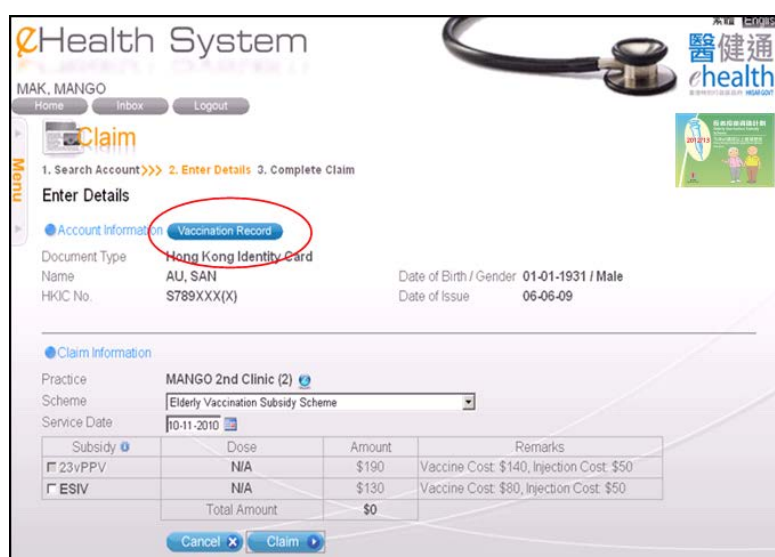
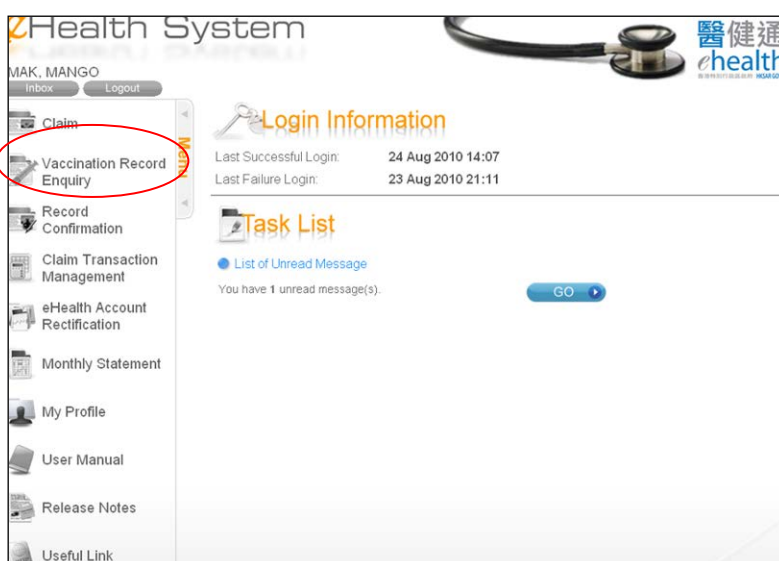
Buttons for 'Cancel' and 'Next' are visible at the bottom of the form.



2.6.6 Viewing electronic vaccination record of eligible child

Enrolled doctor should check the child’s electronic vaccination record in eHealth System before providing vaccination to avoid over-vaccinating the child.

Electronic vaccination record showed vaccine recipient’s vaccination history from both eHS and Hospital Authority’s database. The electronic vaccination record can be retrieved through Vaccination Record Enquiry or can be viewed after logging into vaccine recipient’s eHS account.



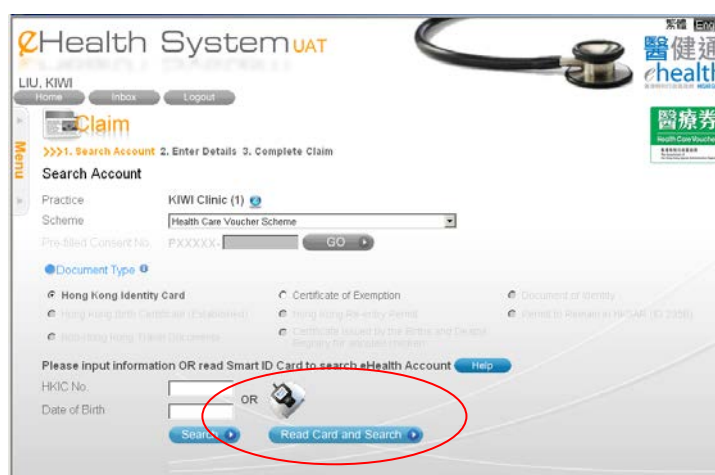


2.6.7 Smart Card Reader

Smart Card Reader can be used as an input measure of vaccine recipient's information into the system.



Enrolled doctor should explain to the parent/guardian about the purpose of personal data collection and obtain consent to read his/her child's personal data stored in the chip embodied in the Smart Identity Card. The parent/guardian should insert the Smart Identity Card into the reader him/herself for the system to read his/her child's personal data.

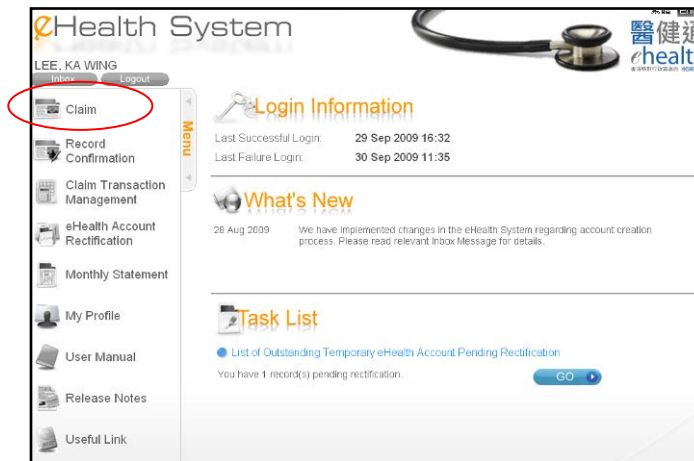




2.6.8 Claiming vaccination subsidy

Having created an eHealth account, the eligible child can receive one dose of subsidised PCV13 vaccination during the vaccination period through any enrolled doctor.

- a) Login eHealth System and select the claim function;



- a) If there are more than one enrolled practices, select practice to proceed;



- c) Search if valid account of the child is available, if not, create a temporary recipient account by entering his/her details as required by the system. The enrolled doctor is required to check the HKIC/HKBC/other valid identity documents of the child to ensure eligibility;



Participating in CVSS (PCV13 booster)

- d) If a valid account is found, verify the details and then confirm the account;
- e) View eligible child's vaccination records in eHealth System and ascertain availability of subsidy in the eHealth System for the eligible child to receive the vaccination;
- f) Verify the eligible child's past vaccination history and vaccination record, and decide whether the eligible child is clinically indicated for the vaccination;
- g) Provide the vaccination promptly if subsidy for the vaccination is available for the eligible child and the eligible child is clinically indicated for the vaccination;
- h) Enter claim information (Submission of claims in eHealth System immediately after vaccination is highly recommended. Claims have to be submitted online **WITHIN SEVEN DAYS** after delivery of service);

Vaccine	Dose	Amount	Remarks
CSIV	1st Dose	\$80	Vaccine Cost: \$80
	2nd Dose	\$80	
Total Amount		\$80	

- i) Print out the *Consent to Use Vaccination Subsidy* form and ask the eligible child's parent/guardian to sign if consent form has not yet been collected;
- j) Mark the system-generated "Transaction Number" on the signed consent form;
- k) Fill in the vaccination card for the child; and
- l) Properly keep the signed consent form and vaccination records for future inspection.



The eHealth account can be retrieved only if the child is using the same identity document throughout the process of record creation and the subsequent claiming of subsidy of the child. The enrolled doctor has to cross check the electronic vaccination record in eHealth System and with the child’s parent, legal guardian or their representatives, to prevent the child from over-vaccinating. Claim of more than 1 dose of vaccine will not be allowed in the eHealth System.

LEE, KA WING
Home Inbox Logout

Claim

1. Search account >>> 2. Enter Details 3. Complete Claim

Enter Details

Account Information

Document Type: Hong Kong Identity Card
 Name: TANG, GAI (詹晉) Date of Birth / Gender: 04-03-2004 / Male
 HKIC No.: A777XXX(X) Date of Issue: 03-06-04

Claim Information

Practice: LEE KA WING CLINIC (ST) (2)

Scheme: Childhood Influenza Vaccination Subsidy Scheme

Service Date: 30-09-2009

Vaccine	Dose	Amount	Remarks
CSIV	<input checked="" type="radio"/> 1st Dose <input type="radio"/> 2nd Dose	\$80	Vaccine Cost: \$80
Total Amount		\$80	

Cancel Claim



2.6.9 Confirming the transaction record

If the claim is entered by the enrolled doctor’s delegates using “Data Entry Account”, the enrolled doctor is required to log on to the eHealth System at the end of each day’s session using his/her Service Provider ID, password and authentication token, to review and confirm the transaction records registered by his/her delegates. Upon confirmation by the enrolled doctor, the information entered through the “Data Entry Account” will be submitted to the eHealth System. Confirmation procedure is not required if transaction claim is made using Enrolled Service Provider’s account.

Records/transactions voided by the enrolled doctor will not be submitted to the eHealth System.

Record Confirmation

Search Record

Confirmation Type Claim Transaction eHealth Account

Cut-off Date

Practice

Data Entry Account

Scheme

[Search](#)

Claim Record

Cut-off Date **30 Sep 2009** Practice **Any**

Data Entry Account **Any** Scheme **Any**

No.	Transaction No.	Transaction Time	Scheme	Document Type	Identity Document No.	Name	No. of Units Redeemed	Total Amount (\$)	Other Information	Name
1	TC09930-62-5	30 Sep 2009 12:08	CVSS	HKBC	A777XX(X)	CHAN, TAI MAN	1	80	Details	LEE

Page 1 of 1 (1 items)

[Back](#)
 [Confirm Selected](#)

All records/transactions claimed/voided can be reviewed at the “Claim Transaction Management” in the enrolled “Service Provider account”.



2.6.10 Voiding claims

The enrolled doctor can void a subsidy claim through the “Claim Transaction Management” function in eHealth System within 24 hours of making the claims. The concerned transaction record would be selected and marked as “voided”. Doctor has to input the void reason and click “confirm”. The eHealth System will generate a “Void Transaction Number” for the voided claim.

2.6.11 Validation of temporary account information

The personal data entered will be validated through matching with database kept by the Immigration Department (Imm D). The input data will be validated at day’s end. If the input personal data cannot be validated with the database of the Imm D (e.g. the HKIC does not exist or the date of birth does not match with the HKIC number), the eHealth System will notify the respective doctor to check and rectify the information accordingly. Amended information upon resubmission will be validated with the database of the Imm D again.



2.6.12 Rectification of temporary eHealth account information that failed validation

Upon receiving notification about failed validation of the “temporary” eHealth account, doctors are required to rectify the information in the eHealth System as soon as possible. Unless the eHealth account information has been rectified and the account is converted to a validated eHealth account, the claims for the subsidy will not be processed and the claim cannot be reimbursed.

In case of prolonged failure to rectify the temporary eHealth account information, the temporary eHealth account may be deleted by the system and the claim related to the account in question may be voided.

2.6.13 Reimbursement

Reimbursement of the subsidy claims would be performed on a monthly basis.

At the end of each month, the eHealth System will generate payment files based on the transaction claims logged by the eHealth System for processing reimbursement. The system will generate notification message to the enrolled doctor (to the “Message Inbox” which will be accessible through logging on the eHealth System).

Enrolled doctor can access the eHealth System for their monthly statements which contain details of the amount of reimbursement to them for CVSS (PCV13 booster).



Monthly Statement

Monthly Statement Summary

Doctor: LEE KA WING CLINIC

Statement: As of 31 Aug 2009

eHealth System	
Monthly Statement as of 31 Aug 2009	
Service Provider ID	60007108
Service Provider Name	LEE KA WING
Practice No.	1
Name of Practice	LEE KA WING CLINIC
Birth Account No.	20249144XXXX
Birth Account Name	LEE KA WING
CHILD CARE SUBSIDY SCHEME (CCSS)	
No. of membership(s)	0
No. of doctor(s)	0
Child Care Subsidy (CCSS) - Statement Summary	150
Childhood Vaccination Subsidy Scheme (CVSS)	
No. of doctor(s)	0
No. of validated account of children's vaccination(s)	3
CVSS (PCV13) - CVSS	240
Childhood Vaccination Subsidy Scheme (CVSS)	
No. of membership(s)	1
No. of doctor (with influenza vaccination(s))	1
No. of doctor (with influenza vaccination(s))	1
No. of GP-admin (with influenza vaccination(s))	1
CVSS (PCV13) - CVSS	370
Health Care Subsidy Scheme (HCS) - Statement Summary	
No. of membership(s)	2
No. of doctor (with influenza vaccination(s))	2
HCS (PCV13) - HCS	100
Childhood Vaccination Subsidy Scheme (CVSS)	
No. of membership(s)	1
No. of doctor (with influenza vaccination(s))	1
CVSS (PCV13) - CVSS	50
Total Amount (S)	210

The reimbursement will be paid directly into the accounts designated by the doctors.



To effect payment, enrolled doctors are required to ensure that they have rectified information of temporary eHealth account that has failed validation with the database of Imm D. They are also required to check the transaction records and confirm the entries that have been entered by their delegates using “Data Entry Account”.

To avoid delay in the process of reimbursement, enrolled doctors are highly recommended to make claims immediately after the vaccination is provided to the eligible children for timely processing of claims. It is required to log in the eHealth System for online submission of claims under the scheme “CVSS (PCV13 booster)”. Claims have to be submitted **WITHIN SEVEN DAYS** after the delivery of vaccination service (both days inclusive) for online processing for reimbursement.

2.6.14 Authentication token

If the enrolled doctor loses or damages the authentication token, he/she should approach Vaccination Office (VO)/Health Care Voucher Unit (HCVU) for replacement.

VO/HCVU will verify the identity of the doctor requesting the replacement. HCVU will suspend the old authentication token and re-issue a new token to the doctor by mail.

VO/HCVU will collect a fee from the doctor for the replacement of authentication token.

Please note that authentication token should not be transferred to other parties for use.

2.6.15 Forgetting password

If the enrolled doctor forgets his/her password, he/she should click “Forgot Password” in the login page and enter the Service Provider ID, registered email address (which he/she has provided during application for enrolment to the scheme) together with the token passcode into the system.

After validation, an email will be sent automatically by the system and a hyperlink will be provided to the website for doctor to reset the new password.



2.6.16 Locked account

An account will be locked after five repeated and unsuccessful attempts of logging on the eHealth System. If the enrolled doctor's account is locked, please contact the Vaccination Office during office hours.

If the data entry account is locked, the enrolled doctor can log on the "Service Provider Account", enter "My Profile", then choose the specific data entry account and unlock it.

2.6.17 Accessing and editing personal information

The enrolled doctor can access and retrieve the particulars of himself/herself, his/her place of practice and bank information from the eHealth System by logging on the system (using the authentication token) and choose "My Profile" function. Under this function, enrolled doctor can click the "System Information" tab to view and then "Edit" to change/select his/her own username, default web interface language, printing option and web password.

2.6.18 Printing option

For the printing option, enrolled doctor is advised to choose "Not to print" if pre-printed forms are already available in clinic. Even with this mode chosen, ad hoc printing in each individual case for claim will be allowed by the system.

My Profile

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | **System Information** | Data Entry Account

Login Information

Service Provider ID: 00007498
Username: TESTER1
Token Serial No.: 16486415616

System Settings

Default Web Interface Language: English

Printing Option

Please choose this option for printing the consent form for each transaction.

<input checked="" type="radio"/> Not to print	If you choose this option, you need "pre-printed forms" which can be downloaded from the "Download Area" .
<input type="radio"/> Print the "full version"	
<input type="radio"/> Print the "condensed version"	If you choose this option, you need to show the consent to transfer personal data to the recipients before obtaining their consent for use of subsidy/vouchers. The forms for the respective schemes can be downloaded from the "Download Area".

Password Settings

Change Web Password
 Activate IVRS Password

[Edit](#)



2.7 Amendment of particulars

Inform DH of any change of information provided (e.g. bank information, address, fee schedule) by furnishing a Change Form (see Section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>).

For change of address and fee schedule, send Change Form **by fax** to DH. Notification of change of fee should be made at least two working days beforehand so that the related information on CVSS (PCV13 booster) website may be amended in time.

For change of the registered medical organisation, fax Change Form to DH to remove his/her practice(s) under ex-medical organisation from the scheme. Then send new Application Form and Authority for Payment to a Bank (downloadable from CHP website at <http://www.chp.gov.hk>) and the supporting documentary proof for re-enrolling with the new medical organisation (registered mail recommended).

For change of bank account information, send Change Form **by mail** to DH together with a new Authority for Payment to a Bank (downloadable from CHP website at <http://www.chp.gov.hk>) and the supporting documentary proof.

Acknowledgement will be given by Vaccination Office.

2.8 De-enrolment

An enrolled doctor has the right to leave the scheme at any time. In that case, he/she is required to furnish a Change Form (Section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>) and fax to Vaccination Office. Upon receiving the notification, Vaccination Office will contact the doctor for confirmation and make arrangements for return of the logo and price poster.

Once a doctor has de-enrolled, he/she should remove the scheme logo from the clinic and cannot claim reimbursement for any PCV13 vaccination service given afterwards. However, outstanding claims pending reimbursement will still be processed.



The de-enrolled doctor should return any scheme equipment including security tool and Smart Card Reader provided by the Government for the purpose of the CVSS (PCV13 booster). His/her name, clinic addresses and telephone numbers will be removed from the enrolled doctor directory on CHP website.

If an EHCP plans to cease practice, he/she shall inform in writing to the Vaccination Office at least one month before the practice ends and return any scheme equipment.

2.9 De-listing

Department of Health may de-list an enrolled doctor if:-

- a) He/she ceases to be so registered;
- b) He/she is being suspended from practicing as such registered medical practitioner;
- c) The Government is of the reasonable opinion that he/she has failed to provide medical services in a professional manner or is otherwise guilty of professional misconduct or malpractice; or
- d) The Government considers that he/she has failed to comply with the provisions in the agreement or direction given by the Government.

The Vaccination Office will inform the doctor for the delisting, make arrangement with the doctor for return of any Scheme Equipment including the security tool and Smart Card Reader provided by the Government for the purpose of the CVSS (PCV13 booster), and remove his/her name, clinic addresses and telephone numbers from the enrolled doctor directory on CHP website.

Once a doctor has been de-listed, he/she should remove the logo from the clinic and cannot claim reimbursement for any PCV13 vaccination service given afterwards. However, outstanding claims pending reimbursement will still be processed.



2.10 Monitoring and inspection

Vaccination Office will conduct random payment checks to detect possible abuse of the scheme. For monitoring purpose, enrolled doctors are required to retain the vaccination records and the *Consent to Use Vaccination Subsidy* forms for at least seven years. Be prepared for calls from Vaccination Office and provide relevant documents as required by Vaccination Office for the checking. Medical records may need to be provided for verification of information. Doctors will be required to refund the subsidy reimbursed should an irregularity detected and failed to be clarified. Randomly selected vaccine recipients will be contacted for verification purpose.

No clinical audit will be performed by Vaccination Office.

2.11 Data security and privacy

Enrolled doctors should be careful in handling personal data of clients. Keep the signed *Consent to Use Vaccination Subsidy* forms and photocopies of documents collected from eligible children in locked cabinet and limit the number of persons who can access the personal data to protect it against indiscriminate or unauthorized access, processing and use.

2.12 Code of practice

It is the prime responsibility of all doctors and healthcare providers to ensure safety and quality of the vaccination service delivered to clients. All enrolled doctors should follow the Code of Practice issued by the Medical Council of Hong Kong as the standard for locally registered medical practitioners to provide quality health care. All registered medical practitioners are earnestly advised to read through the Code of Professional Conduct issued by The Medical Council of Hong Kong (<http://www.mchk.org.hk/code.htm>). Please observe in particular the following sections to acquaint themselves thoroughly with its contents, thereby avoiding the danger of inadvertently transgressing accepted codes of professional ethical behaviour which may lead to disciplinary action by the Medical Council.



- a) Part II D12 “Fees”;
- b) Part II E21 “Covering or improper delegation of medical duties to non-qualified persons”; and
- c) Part II G26 “Untrue or misleading certificates and similar documents”.

2.13 Reporting vaccine adverse reaction

Adverse drug reaction (ADR) reporting is important for vaccine safety surveillance and programme monitoring. Health care professionals are therefore encouraged to report suspected serious or unexpected ADR.

Serious ADR is defined as an adverse reaction which:-

- a) Is fatal;
- b) Is life-threatening;
- c) Results in or prolongs hospitalisation;
- d) Causes persistent incapacity or disability; or
- e) Causes birth defects.

Please refer to the website of the Pharmacovigilance Unit of Drug Office, the Department of Health for Reporting an Adverse Drug Reaction Guidance notes and ADR report form.

(http://www.drugoffice.gov.hk/eps/do/en/healthcare_providers/adr_reporting/adr_report_form.html)



2 Forms and Documents

2.1 Enrolment documents

The following transaction documents are downloadable from CHP website at <http://www.chp.gov.hk> :-

- (a) The Application Form;
- (b) The Authority for Payment to a Bank form; and
- (c) The Definition, Terms and Conditions of Agreement and Schedule.

2.2 Other forms and documents

The following documents are also downloadable from CHP website:-

- (a) *Consent To Use Vaccination Subsidy* form;
- (b) Change Form; and
- (c) Request for Vaccination Record Cards and *Consent to Use Vaccination Subsidy* form.



2.3 Consent to Use Vaccination Subsidy Form

This form serves as consent for the attending doctor and the medical organisation to provide the personal data of the child to the Government for the purpose of CVSS (PCV13 booster).

Undertaking and Declaration

- I declare the information provided in this form is correct.
- I agree to provide my child's/ward's personal data in this form and any information related to this consultation for the use by the Government for the purposes as set out in the "Statement of Purpose of Collection of Personal Data". I hereby give consent to the doctor to transfer and release my child's/ward's personal data and any information related to this consultation to the Government, its agents, or other persons authorised by the Government. I note that the Department of Health may contact me to verify whether my child/ward has received vaccination by using the Government subsidy.
- For Smart Identity Card holder: I agree to authorise the doctor to read my child's/ward's personal data (limited to Hong Kong Identity Card No., Name (in English and Chinese), date of birth and date of issue of Hong Kong Identity Card) stored in the chip embodied in my child's/ward's Smart Identity Card for the use by Government for the purposes as set out in the "Statement of Purpose of Collection of Personal Data".
- This consent shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region and I and the Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong Special Administrative Region.
- I have read this consent carefully and fully understood my obligations and liability under this consent.

Signature: _____ Date: _____ (dd/mm/yyyy)
Relationship with the vaccine recipient:
Tel: _____ Father _____ Mother _____ Guardian _____

Purposes of Collection

- The personal data provided is used by the Government for one or more of the following purposes:
 - for creation, processing and maintenance of the Government's Vaccination Subsidy Scheme, and the data kept by the Immigration Department for the purpose of issuing but not limited to the Government's Vaccination Subsidy Scheme;
 - for statistical and research purposes; and
 - any other legitimate purposes as may be required by the Government.
- The vaccination record made for the purpose of this scheme is available to the private sectors for the purpose of determining and providing necessary health services to the recipient.
- The provision of personal data is voluntary. If you do not provide sufficient information, the Government may not be able to process your application.
- The personal data you provided are mainly for use within the Government but may also be shared with other organisations, and third parties for the purposes stated in paragraphs 1 and 2 above.

Access to Personal Data

- You have the right to request access to and correction of your personal data under sections 18 and 20 of the Personal Data (Privacy) Ordinance (Cap. 486). The Department of Health may impose a fee for such request.

Enquiries

- Enquiries concerning the personal data provided, including the request for access and correction, should be made to the Executive Officer, Vaccination Office, Centre for Health Protection, 2/F, 147C Argyle Street, Kowloon. Telephone No.: 2125 2125

DH_CVSSPCV13/CF12/13E

eHealth System Transaction No.: _____

Consent to Use Vaccination Subsidy
Childhood Vaccination Subsidy Scheme (PCV13 booster)
Department of Health

PCV13 stands for 13-valent Pneumococcal Conjugate Vaccine
Note: Please complete this form in BLOCK letters using black or blue pen.

(To be completed by parent or legal guardian) *Delete as appropriate

I, _____, do hereby consent to use Government subsidy for my child/ward* to receive 13-valent Pneumococcal Conjugate Vaccination under the Childhood Vaccination Subsidy Scheme (PCV13 booster) with details as follows:

Name of Vaccinee: _____ Date of Vaccination: ____/____/201 (dd/mm/yyyy)
Specify the name of the venue where the vaccination is provided: _____

I declare that my ward/child has never received 13-valent Pneumococcal Conjugate Vaccine (PCV13) on or before _____ (dd/mm/yyyy). I have information regarding PCV13 vaccination (Form No. CVSS_PCV13_INF246E) which is available on the website of the Centre for Health Protection (www.chp.gov.hk).
(Note: A child/ward who has received PCV13 has never received PCV13 and is either (i) between the age of 2 to under 5 years old, or (ii) born between 1/1/2008 and 31/12/2008 (A1), on the day of vaccination.)

The personal particulars of my child/ward* (as stated in your identity document) Please tick the box as appropriate.

Name	_____ (Chinese)		
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth	____/____/____ 20__

Identity document (Please select an identity document and tick the box. Information required)

<input type="checkbox"/> Hong Kong Birth Certificate Registration No. _____	Date of Issue	dd mm yy
<input type="checkbox"/> Hong Kong Identity Card No. _____	Date of Issue	dd mm yy
<input type="checkbox"/> Hong Kong Re-entry Permit No. _____	Date of Issue	dd mm yy
<input type="checkbox"/> Document of Identity - Document No. _____	Date of Issue	dd mm yyyy
<input type="checkbox"/> Permit to Remain in HKSAR (ID 25B) - Birth Entry No. _____	Permitted to remain until	dd mm yyyy
<input type="checkbox"/> Non-Hong Kong Travel Document No. _____ Visa / Reference No. _____		
<input type="checkbox"/> Certificate issued by the Birth Registry for adopted children - No. of Entry _____		

DH_CVSSPCV13/CF12/13E



2.4 Change Form

(ii) **ADD** practice under EHCP's enrolment
[N.B. If a new bank account is nominated, please complete an "Authority for Payment to a Bank" and submit the required documentary proof.]

Practice name : _____
執業地點中文名稱 : _____

Practice address : _____
執業地點中文地址 : _____

Practice tel. no. : _____

Scheme(s) Programme to which this new practice relates (only applicable to EHCP who has already enrolled in the respective scheme(s) programme):
 HCVS CIVSS EVSS PCD CVSS (PCV13 booster)

Type of practice selected for display on the PCD (For Service Provider enrolled in PCD only):
 Non-governmental Organization Private University

(iii) **UPDATE** service fee (exclusive of Government subsidy)

CIVSS# \$ _____
 EVSS \$ _____
 Seasonal influenza vaccination# \$ _____
 Pneumococcal vaccination \$ _____
 Seasonal influenza AND pneumococcal vaccination at same cost# \$ _____
 CVSS (PCV13 booster) \$ _____

The service fee for seasonal influenza vaccination is only for inactivated influenza vaccine.

(D) **CHANGE** in bank details of currently enrolled practices:
"Authority for Payment to a Bank"

(E) **WITHDRAWAL** from :
 HCVS CIVSS EVSS PCD CVSS (PCV13 booster)

Reasons for withdrawal [Optional]: _____

(F) **OTHERS:** _____

(Official Stamp)

Signature of Enrolled Health Care Provider _____
 For and on behalf of _____

Name in block letters _____ Name in block letters _____
 Date: _____ Date: _____

DH_eHS020 (12/13)

To: Director of Health
(c/o Health Care Voucher Unit)
Fax: 3582 4115

**Request to Change Particulars
Enrolled Health Care Provider (EHCP) using the eHealth System**
(Read "Notes for Attention" before completing this change request)

Legend: HCVS - Health Care Voucher Scheme CIVSS - Childhood Influenza Vaccination Subsidy Scheme
 EVSS - Elderly Vaccination Subsidy Scheme PCD - Primary Care Directory
 CVSS (PCV13 booster) - Childhood Vaccination Subsidy Scheme (PCV13 booster)

Present Particulars of EHCP

Name of EHCP: _____ (HKIC No. _____)
 Name of Medical Organization: _____

CHANGE REQUESTS TO BE MADE (please put a in the box below as appropriate)

(A) **Personal particulars of EHCP:**

Correspondence address : _____
 中文地址 : _____

Contact e-mail address : _____
 Daytime contact tel. no. : _____
 Fax no. : _____

(B) **Particulars of Medical Organization:**

Correspondence address : _____
 中文地址 : _____

Contact e-mail address : _____
 Daytime contact tel. no. : _____
 Fax no. : _____

(C) **Practice details and service fees:**

(i) **REMOVE** practice from EHCP's enrolment

Practice name : _____
 執業地點中文名稱 : _____

Practice address : _____
 執業地點中文地址 : _____

Reasons for removal [Optional]: _____

Scheme(s) Programme to which this removed practice relates:
 HCVS CIVSS EVSS PCD CVSS (PCV13 booster)

DH_eHS020 (12/13) 1



Forms and Documents

2.5 Vaccination Card

"TYPE OF VACCINE 疫苗種類"		"DATE 日期"	"DOCTOR / CLINIC 醫生 / 診所"	"REMARKS 附註 (including adverse effects 包括副作用的記錄)"
HEPATITIS B VACCINE 乙型肝炎疫苗	FIRST DOSE 第一次			
	SECOND DOSE 第二次			
	THIRD DOSE 第三次			
PNEUMOCOCCAL VACCINE 肺炎球菌疫苗	PCV7	FIRST DOSE 第一次		
		SECOND DOSE 第二次		
		THIRD DOSE 第三次		
	13v PPV	BOOSTER 加強劑		
		FIRST DOSE 第一次		
ANTI-TETANUS TOXOID 破傷風疫苗	FIRST DOSE 第一次			
	SECOND DOSE 第二次			
	THIRD DOSE 第三次			
DIPHTHERIA, TETANUS AND POLIO VACCINE 白喉、破傷風及小兒麻痺疫苗	DOCTOR / CLINIC 醫生 / 診所	DATE 日期	TYPES OF VACCINE 疫苗種類	REMARKS 附註 (including adverse effects 包括副作用的記錄)

Interior

Back

DEPARTMENT OF HEALTH
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府衛生署

VACCINATION RECORD
疫苗接種記錄

Name 姓名 王小明

Date of Birth 出生日期 19/12/2006 Sex 性別 M

Parent's/Guardian's Name
父母/監護人姓名 方淑儀

This record should be presented on receiving subsequent vaccination. Please keep all the vaccination records properly because they may be required later as documentation of the vaccinee's status.

下列資料應於接種疫苗時一併呈交。
請妥善保存所有疫苗接種記錄卡，因為日後可能會需要這些資料作
疫苗接種的證明。

重要文件 - 請永久保存
Please retain this immunisation record indefinitely

Cover



4. CVSS (PCV13 booster) in Non-clinic Setting

As vaccination is invasive in nature, community groups, personnel and healthcare professionals should give due consideration to safety and liability issues when organising vaccination service in non-clinic setting. Organisers should stay clear of associating with any improper financial transactions. It is the prime responsibility of the doctors/healthcare providers to ensure the safety and quality of vaccination service delivered to clients at non-clinic setting. The following notes aim to highlight areas that doctors should consider or note when offering vaccination services to eligible children under CVSS (PCV13 booster) in non-clinic setting (e.g. kindergarten or child care centre).

4.1 Preparation

- a) Ensure you have enrolled and received confirmation of enrolment before providing subsidised service.
- b) Ensure proper refrigerator facilities, adequate vaccine storage capacity in the clinics and proper equipment for vaccine transport and maintenance of cold chain during administration of vaccines. Staff who handle the vaccines are needed to be adequately trained. Breach in the cold chain will render the vaccines ineffective. Please refer to the guidelines provided under Section 3 of “Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings – Module on Immunisation 2013” available at the website of Primary Care Office, Department of Health (accessible at http://www.pco.gov.hk/english/resource/files/Module_on_Immunisation_Children.pdf).
- c) Ensure that personnel involved in vaccinating children are qualified/trained to perform vaccination duties. They should also be trained in emergency management of severe immediate reactions and equipped to do so.
- d) Give advice on choice of vaccination venue. Find out if the venue’s Terms of Use have any restrictions for such types of activities. The venue should be well ventilated, adequately lighted and clean, and allow vaccinated children to stay for a short while under observation. Sharps and wastes must be properly handled and disposed (e.g. needles, blood-stained cotton wool balls or alcohol swabs).



- e) Inform DH using Change Form should there be a change in service fee (see Section 3.4) (downloadable from CHP website at <http://www.chp.gov.hk>). Make the vaccination service fee transparent to parents/guardians before providing service.

4.2 Safety and legal issues

- a) According to the Pharmacy and Poisons Ordinance (Cap.138), vaccines should be prescribed by doctors.
- b) Sufficient numbers of qualified/trained healthcare personnel to provide service and support must be present.
- c) The recipient's suitability for vaccination should be assessed by health care professionals before vaccination.
- d) For safety reason, vaccination should be administered by qualified health care professionals or by trained personnel under their personal supervision.
- e) Vaccination may cause untoward reactions. Some recipients may even develop allergic reactions to the vaccine(s). Failure to give timely intervention may result in serious consequences.
- f) Relevant staff should read carefully the terms of services provided by the private doctor, and understand the organiser's liability.

4.3 Venue consideration

- a) Find out if the venue's Terms of Use have any restrictions for such types of activities.
- b) The vaccination venue should be well lit and ventilated. A designated place for vaccinated recipients to stay and remain under observation should be provided.
- c) Sharps and clinical wastes must be properly handled and disposed (e.g. needles, blood-stained cotton wool balls or alcohol swabs).



4.4 Ensure proper documentation

It is the responsibility of enrolled doctors to ensure that the following documents are checked or collected before administering PCV13 vaccine:-

- a) Vaccine recipients or their parents/guardians acting on their behalf must complete legibly a *Consent to Use Vaccination Subsidy* form that permits the doctor to provide vaccine recipients' personal data to the Government, Hospital Authority or other relevant healthcare personnels for processing of reimbursement claims. Any adult accompanying a child to receive vaccination should submit a *Consent to Use Vaccination Subsidy* form duly completed and signed by the child's parent/guardian;
- b) Check the child's identity document against *Consent to Use Vaccination Subsidy* form and confirm child's eligibility to receive CVSS (PCV13) subsidy. If the child is not holding a HKID card or a HK Birth Certificate (with their status of permanent resident indicated "Established"), the child should have a valid travel document showing his/her Hong Kong resident status. Please refer to Appendix A for assessing the child's eligibility. You may consider making arrangements with school for collecting the child's identity document. Vaccination given to ineligible child will not be reimbursed;
- c) Doctor has the responsibility to ascertain the availability of subsidy in the eHealth System for the eligible child and verify the eligible child's past vaccination history and vaccination record in eHealth System before providing vaccination. Claims will not be reimbursed if vaccination is provided to a person who has no available subsidy in his/her eHealth System account;
- d) Collect the *Consent to Use Vaccination Subsidy* form and ensure that it is duly completed and signed;
- e) Vaccination should be given to recipient as soon as the consent form is duly signed and completed. The doctor has the responsibility to ensure recipient has duly signed and completed consent form in order to be given the vaccination;



- f) **Claims should only be made after vaccination has been given.** The organizer should have a system in place to record clearly if a recipient named in the *Consent to Use Vaccination Subsidy* form has actually received the vaccination on the scheduled day. The doctor who makes a claim for reimbursement has a duty to ensure that the date of vaccination is clearly and accurately marked on the recipient's vaccination record/card, clinical notes/consent form, and eHealth account. Since the signing of a *Consent to Use Vaccination Subsidy* form does not equate receiving vaccination, the doctor who accesses the recipient's eHealth account has a duty to ensure that vaccination has indeed been provided before submitting a claim;
- g) To avoid delay in the process of reimbursement, enrolled doctors are highly recommended to make claims immediately after the vaccination is provided to the eligible children for timely processing of claims. It is required to log in the eHealth System for online submission of claims under the scheme "CVSS (PCV13 booster)". Claims have to be submitted **WITHIN SEVEN DAYS** after the delivery of vaccination service (both days inclusive) for online processing for reimbursement; and
- h) All vaccinations given should be clearly documented on a vaccination record and vaccination card should be issued to the vaccine recipient.

4.5 Provide adequate information

- a) Provide vaccine recipients and/or their parents/guardians/carers with essential information on the vaccines and the vaccination subsidy schemes to ensure that they understand the aims and possible side-effects of vaccination and their eligibility for vaccination subsidy. Related information is available on the Centre for Health Protection website (www.chp.gov.hk).
- b) Ensure vaccine recipients and/or their parents/guardians/carers understand that participation in the Government's vaccination subsidy schemes is voluntary. Sufficient time should be allowed for the recipients to consider if they should join the subsidy schemes or refuse to accept Government subsidy.



- c) Inform vaccine recipients that the Department of Health may contact vaccine recipients for information verification.

4.6 Administration of PCV13 vaccination

Vaccination administration is a medical procedure that carries risks. Health care professionals have personal responsibility for the duties delegated to other persons. Improper delegation of medical duties to non-qualified persons transgresses accepted codes of professional ethical behaviour which may lead to disciplinary action by the Medical Council (Please refer to part II E21 “Covering or improper delegation of medical duties to non-qualified persons” of the Code of Professional Conduct).

- a) Health care professionals should obtain vaccination history and screen if there are any contraindications or precautions to the vaccines that are to be administered.
- b) For the safety of vaccine recipients, vaccination should be administered by qualified health care professionals or by trained personnel under personal supervision.
- c) Make sure there is sufficient number of qualified/trained health care personnel to administer vaccinations and to provide immediate medical treatment to vaccinated children.
- d) Observe infection control and ensure that all sharps and medical wastes are properly handled and disposed.
- e) Keep vaccinated children under observation in the vicinity of the place of vaccination for at least 15 minutes to ensure that they do not experience an immediate adverse event.



4.7 Post-vaccination

- a) Keep the *Consent to Use Vaccination Subsidy* forms and documents collected from eligible children in locked cabinet and limit the number of persons who can access the personal data to protect it against indiscriminate or unauthorized access, processing and use.
- b) Retain the relevant vaccination records and *Consent to Use Vaccination Subsidy* forms for at least seven years.
- c) Staff of the Department of Health may contact the vaccine recipients and /or their parents/guardians to enquire about the information related to vaccination subsidy schemes. (See Appendix C)

The above notes are by no means exhaustive. Please refer to Centre for Health Protection website for more information regarding the use of the subsidy schemes. You are required to follow all necessary steps in using the schemes, failing which reimbursement may not be effected.



Reference

1. Pharmacovigilance Unit of Drug Office, the Department of Health
http://www.drugoffice.gov.hk/eps/do/en/healthcare_providers/adr_reporting/adr_report_form.html
2. Centre for Health Protection website <http://www.chp.gov.hk>
3. Code of Professional Conduct, the Medical Council of Hong Kong
<http://www.mchk.org.hk/code.htm>
4. Department of Health website <http://www.dh.gov.hk>
5. Scientific Committee on Vaccine Preventable Diseases Recommendation on PCV13 vaccination http://www.chp.gov.hk/en/view_content/32340.html



Appendix A. Assessment of Eligible Person (EP) status of children for CVSS (PCV13 booster)

- | | | |
|----|--|--------------------|
| a) | Hong Kong Birth Certificate (Established) | Appendix A1 |
| b) | Hong Kong Identity Card issued to a person under the age of 11 | Appendix A2 |
| c) | Hong Kong SAR Re-entry Permit (回港證) | Appendix A3 |
| d) | Document of Identity for Visa Purposes bearing one of the following endorsements on the observations page:
(i) The bearer has the right to return to the Hong Kong Special Administrative Region during the validity of this document;
(ii) The bearer has the right to return to the Hong Kong Special Administrative Region provided that the limit of stay in the Region imposed upon the bearer (as endorsed on this document) has not expired; or
(iii) The bearer has the right of abode in and the right to return to Hong Kong Special Administrative Region. | Appendix A4 |
| e) | ID 235B showing the holder is:
(i) Of no condition of stay imposed; or
(ii) Permitted to remain until specific date. | Appendix A5 |
| f) | Non-Hong Kong issued travel documents bearing:
(i) Endorsement showing that the holder has the right to land in Hong Kong;
(ii) Endorsement showing the holder was permitted to land;
(iii) Endorsement showing “Previous conditions of stay are hereby cancelled”;
(iv) Endorsement showing that holder’s eligibility for Hong Kong permanent identity card verified;
(v) “Certificate of Entitlement to the right of abode in the Hong Kong SAR”;
(vi) Endorsement showing unconditional stay in HKSAR granted;
(vii) Endorsement showing the holder is “Permitted to remain until (date)” or “Permission to remain extended until (date)”, and the limit of stay has not expired; or
(viii) Endorsement showing “Permission to remain until (date)” as a dependant under the Quality Migrant Admission Scheme. | Appendix A6 |
| g) | Certificate issued by the Births Registry for Adopted Children (with their status of permanent resident indicated “Established”) | Appendix A7 |



Appendix A1

Samples of Hong Kong Birth Certificate (Established)

(with status of permanent resident indicated as “Established”)

Issued between 1.7.1997 and 27.4.2008

Issued on or after 28.4.2008

Registration No. 註冊號碼	S1234567
Date of birth 出生日期	5 JANUARY 2008 QUEEN ELIZABETH HOSPITAL
Name of child 兒童姓名	KAN CHUN 甄春
Sex 性別	FEMALE 女
Chinese name 姓名(中文)	甄春
Chinese name and name of mother 姓名(中文)及母親姓名(中文)	甄春 甄中興
Place, date and time of birth 出生地點、日期及時間	QUEEN ELIZABETH HOSPITAL MATER PLAT A, 5/F, HAPPY GARDEN, HAPPY STREET KOWLOON
Date of registration 註冊日期	5 JANUARY 2008
Registration authority 註冊處	SHEKUI TSIU KUI SHEKUI TSIU KUI DISTRICT REGISTRY
Address of child 兒童地址	*****
Address of mother 母親地址	*****
Status 居留資格	ESTABLISHED

Registration No. 註冊號碼	S1234567
Date of birth 出生日期	5 JANUARY 2008 QUEEN ELIZABETH HOSPITAL
Name of child 兒童姓名	KAN CHUN 甄春
Sex 性別	FEMALE 女
Chinese name 姓名(中文)	甄春
Chinese name and name of mother 姓名(中文)及母親姓名(中文)	甄春 甄中興
Place, date and time of birth 出生地點、日期及時間	QUEEN ELIZABETH HOSPITAL MATER PLAT A, 5/F, HAPPY GARDEN, HAPPY STREET KOWLOON
Date of registration 註冊日期	5 JANUARY 2008
Registration authority 註冊處	SHEKUI TSIU KUI SHEKUI TSIU KUI DISTRICT REGISTRY
Address of child 兒童地址	*****
Address of mother 母親地址	*****
Status 居留資格	ESTABLISHED

Remarks:-

- For births registered in Hong Kong between 1 July 1997 and 27 April 2008, item 11 of the Hong Kong Birth Certificate will specify whether the Hong Kong permanent resident status is “Established/Not Established”.
- For births registered in Hong Kong **on or after 28 April 2008**, item 11 of the Hong Kong Birth Certificate will specify whether the Hong Kong permanent resident status is established under paragraph 2(a), paragraph 2(e) or paragraph 5(3) of Schedule 1 to the Immigration Ordinance, Cap. 115, Laws of Hong Kong.
- The letter "S" is used as the prefix of the registration number for births registered from April 2005 to present.



Appendix

Appendix A2

Samples of Hong Kong Identity Card issued to a person under the age of 11

Issued in Hong Kong



Date of Issue

Identity Card No.

Issued Overseas



Date of Issue

Identity Card No.

(正面 Front)

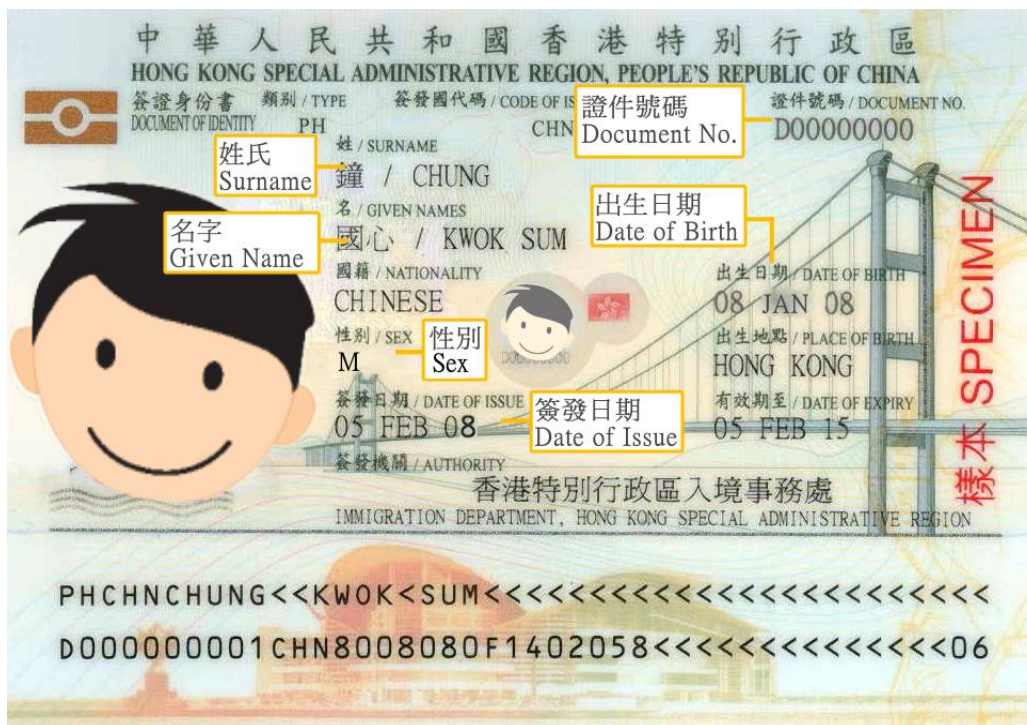


(背面 Back)



Appendix A4

Samples of Document of Identity for Visa Purposes bearing endorsement showing holder is permitted to remain in Hong Kong



Remarks:-

- The format of the Document of Identity's document number is either D12345678 (normal size), DJ1234567 or DA1234567 (jumbo size). The prefix of "D" is followed by 8 numbers and the prefixes "DA" and "DJ" are followed by 7 numbers.



Appendix A5

(i) Samples of ID235B showing no condition of stay imposed

Remarks:-



(Authenticating stamp before 23 January 2008)



(Authenticating stamp on or after 23 January 2008)

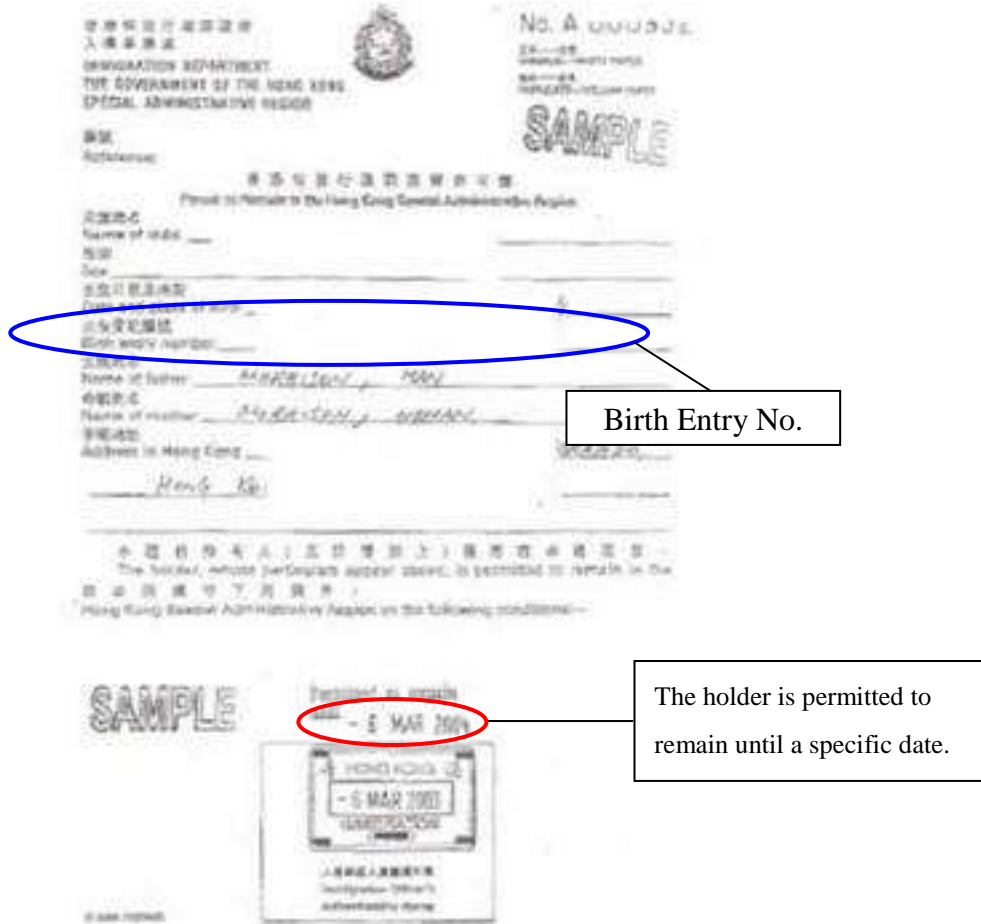
Remarks

- ID235B is an A5 size document.



Appendix A5

(ii) Sample of ID 235B showing the holder is permitted to remain in Hong Kong until a specific date or permitted to remain extended until a specific date



Remarks:-



(Authenticating stamp before 23 January 2008)



(Authenticating stamp on or after 23 January 2008)

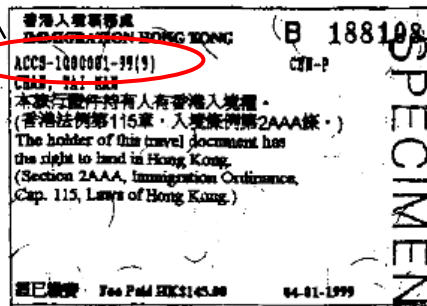


Appendix A6

(i) Samples of Endorsement showing “The holder of this travel document has the right to land in Hong Kong. (Section 2AAA, Immigration Ordinance, Cap.115, Laws of Hong Kong.)”

The holder of this travel document has the right to land in Hong Kong.
 (Section 2AAA, Immigration Ordinance, Cap.115, Laws of Hong Kong.)
 本旅行證件持有人有香港入境權。
 (香港法例第 115 章，入境條例第 2AAA 條。)

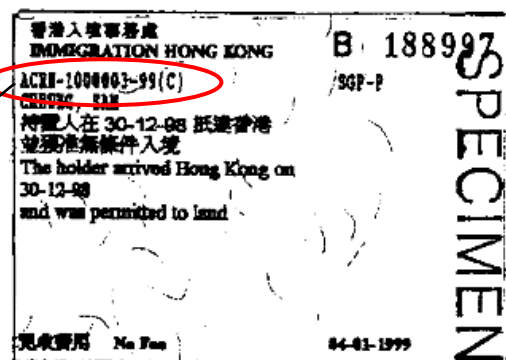
Visa/Reference No



(ii) Sample of Endorsement showing “the holder arrived Hong Kong on (date) and was permitted to land”

The holder arrived Hong Kong on (date) and was permitted to land
 持證人在 年 月 日抵達香港並獲准無條件入境

Visa/Reference No

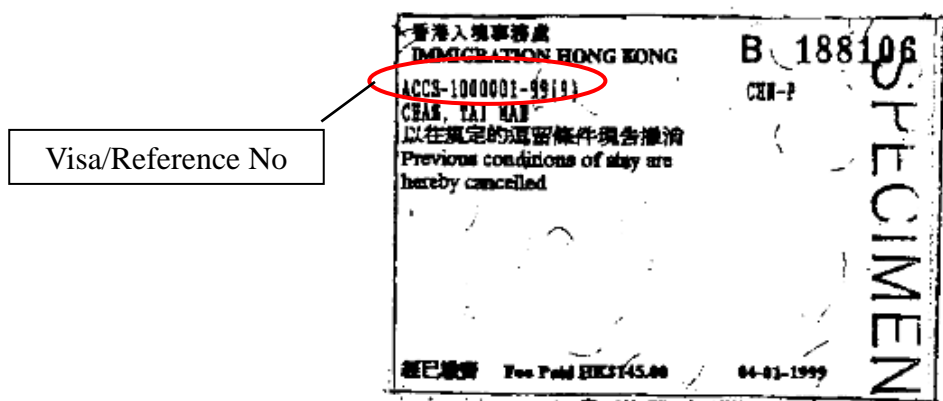




Appendix A6

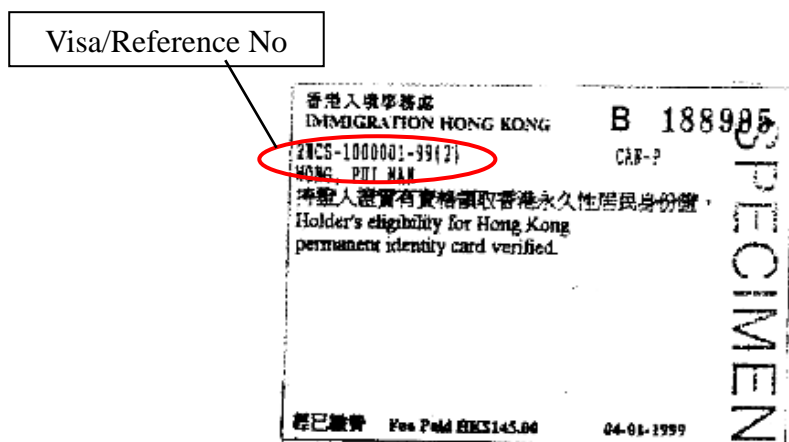
(iii) Sample of Endorsement showing “Previous conditions of stay are hereby cancelled”

Previous condition of stay are hereby cancelled
以往規定的逗留條件現告撤消



(iv) Sample of Endorsement showing “Holder’s eligibility for Hong Kong permanent identity card verified”

Holder’s eligibility for Hong Kong permanent identity card verified.
持證人證實有資格領取香港永久性居民身份證。





Appendix A6

(v) Sample of Endorsement of “Certificate of Entitlement to the right of abode in Hong Kong SAR”

Visa/Reference No

檔案編號 00000 [redacted] 證明書編號
 Ref. No. EUCE-0000 [redacted]-10 (●) Serial No. A 212 [redacted]

香港特別行政區居留權證明書
Certificate of Entitlement to the Right of Abode
in the Hong Kong Special Administrative Region

本證明書持有人在香港特別行政區的居留權已確立。
 本證明書必須附貼於本證明書持有人的有效旅行證件上，方為有效。
 The holder's Right of Abode in the Hong Kong Special Administrative Region has been established. This certificate is valid only if it has been affixed onto a valid travel document issued to the holder of this certificate.

姓名 Name [redacted]
 出生日期 Date of Birth [redacted] 性別 Sex [redacted]

香港特別行政區 發出日期
 入境事務處處長 Date of Issue [redacted]
 Director of Immigration

Hong Kong 《入境條例》(第 115 章，附屬法例)表格 ID 830
 Special Administrative Region Immigration Regulations (Cap. 115 sub. leg.) Form ID 830

SPECIMEN
樣本



Appendix A6

(vi) Samples Endorsement on the child's valid travel document showing "unconditional stay in HKSAR had been granted"

“Unconditional stay in HKSAR had been granted” can be identified by a Hong Kong landing stamp on a person's valid travel document showing that he/she is permitted to stay with no condition attached (獲准無條件在香港居留) (i.e. an arrival stamp without any condition attached on top of the landing endorsement).

Landing Endorsement



(for person arrived in Hong Kong before 23 January 2008)



(for person arrived in Hong Kong on or after 23 January 2008)



Appendix A6

(vii) Samples of Endorsement showing “Permitted to remain until (date)” and “Permitted to remain extended until (date)” – the date showing the stay in Hong Kong to be still valid at the time the child receiving PCV13 vaccination provided by private doctors under CVSS (PCV13 booster)

Endorsement

Landing Stamp



and



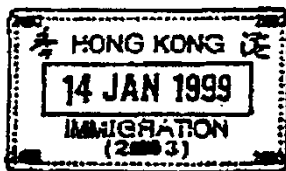
Visa/Referenc



Visa/Referenc

Remarks:-

- The Immigration Officer’s authenticating stamp has been changed since 23 January 2008, a sample of the old and the new authenticating stamp is illustrated below:



(Authenticating stamp before 23 January 2008)



(Authenticating stamp on or after 23 January 2008)



Appendix A6

(viii) Samples of Endorsement showing “Permitted to remain extended until (date)” as a dependant under the Quality Migrant Admission Scheme

Quality Migrant Admission Scheme (Dependant)

Permission to remain extended until (date).

優秀人才入境計劃 (受養人)

獲准逗留期限延至 年 月 日

香港入境事務處
 IMMIGRATION HONG KONG Q 956492
 QMXX-1000003-06(D) TISA-P
 CHAN, TAI KAN
 優秀人才入境計劃 (受養人)
 Quality Migrant Admission Scheme (Dependant)
 獲准逗留期限延至 01-05-09
 Permission to remain
 extended until 01-05-09

經已繳費 港幣 150.00元正 03-05-2007

OR

香港入境事務處
 IMMIGRATION HONG KONG D 593514
 QMXX-0000029-06(A) TWP-Y
 陳大文
 優秀人才入境計劃 (受養人)
 獲准逗留期限延至 03-05-08

經已繳費 港幣 150.00元正 03-05-2007



Appendix A7

Samples of Certificate issued by the Births Registry for Adopted Children
(With their status of permanent resident indicated “Established”)

Issued before 25 January 2006

香港特別行政區政府 生死登記處
BIRTHS AND DEATHS REGISTRY
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

香港特別行政區政府登記處 一項登記紀錄的核認副本
CERTIFIED COPY OF AN ENTRY IN THE RECORDS OF THE GENERAL REGISTER OFFICE
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

項次 No. of entry	子女出生日期及國家 (參閱下列註釋) Date and country of birth of child (See footnote 1)	子女姓名 Surname and name of child	子女性別 Sex of child	領養人或各領養人的姓名、地址及職業 Surname and name, address and occupation of adopter or adopters	領養令日期及作出該令的法庭名稱 Date of adoption order and description of Court by which made	登記日期 Date of entry	登記官所委任的核驗人員的簽署 Signature of officer deputed by Registrar to attest the entry	永久居民身份 Status of permanent resident of the Hong Kong Special Administrative Region under the Immigration Ordinance (Cap. 115) Established

此項紀錄係根據《出生及死亡條例》(第176章)第18條所發出。該條例規定，凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。

This certificate is issued in pursuance of Section 18 of the Adoption Ordinance, Section 18. The Ordinance provides that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the register as they are specified in the Adoption Order and that if the country of birth of the child is not stated in the notification of the Court, the particulars of that country may be entered from the Order of the entry.

根據條例第18條的規定，凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。

By Section 18(1) of the Ordinance mentioned, it is required that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the register as they are specified in the Adoption Order, and where the country of birth of the child is not stated in the notification of the Court, the particulars of that country may be entered from the Order of the entry.

No. of Entry

Status

Issued on or after 25 January 2006

香港特別行政區政府 生死登記處
BIRTHS AND DEATHS REGISTRY
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

香港特別行政區政府登記處 一項登記紀錄的核認副本
CERTIFIED COPY OF AN ENTRY IN THE RECORDS OF THE GENERAL REGISTER OFFICE
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

項次 No. of entry	記項編號 No. of entry	子女出生日期及國家 (參閱下列註釋) Date and country of birth of child (See footnote 1)	子女姓名 Surname and name of child	子女性別 Sex of child	領養人或各領養人的姓名、地址及職業 Surname and name, address and occupation of adopter or adopters	領養令日期及作出該令的法庭名稱 Date of adoption order and description of Court which made the order	登記日期 Date of entry	登記官所委任的核驗人員的簽署 Signature of officer deputed by Registrar to attest the entry	永久居民身份 Status of permanent resident of the Hong Kong Special Administrative Region under the Immigration Ordinance (Cap. 115) Established
(1)	A123456/12345	14 FEBRUARY 2009 HONG KONG	常快樂 SHEUNG FAI LOK	MALE	常健康 SHEUNG, KIN HONG ROOM 888, WEALTHY HOUSE, WEALTHY ESTATE, YUEN LONG, NEW TERRITORIES FARMER	14 FEBRUARY 2009 THE DISTRICT COURT OF HONG KONG SPECIAL ADMINISTRATIVE REGION	15 FEBRUARY 2009	ZONG, DAK LEE	ESTABLISHED

此項紀錄係根據《出生及死亡條例》(第176章)第18條所發出。該條例規定，凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。

This certificate is issued in pursuance of Section 18 of the Adoption Ordinance, Section 18. The Ordinance provides that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the register as they are specified in the Adoption Order and that if the country of birth of the child is not stated in the notification of the Court, the particulars of that country may be entered from the Order of the entry.

根據條例第18條的規定，凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。凡領養人須向政府註冊處申報領養令的日期及作出該令的法庭名稱。此項紀錄亦須經政府註冊處主任或其代理人核實。

By Section 18(1) of the Ordinance mentioned, it is required that the particulars in columns 2, 3, 4, 5 and 6 shall be entered in the register as they are specified in the Adoption Order, and where the country of birth of the child is not stated in the notification of the Court, the particulars of that country may be entered from the Order of the entry.

ZONG DAK LEE
Deputy Registrar of Births and Deaths

No. of Entry

Status



Appendix B. Vaccination precautions

PCV13 vaccine

People with history of severe allergy to prior pneumococcal vaccination or allergy to vaccination components are not suitable to have PCV13 vaccination. If an individual suffers from fever on the day of vaccination, the vaccination should be deferred till recovery.



Appendix C. Post-payment checking

